



CITY OF NEW ORLEANS

C. Ray Nagin
MAYOR

Larry Barabino Jr.
DIRECTOR

December 1, 2008

All Athletic Directors and Other Baseball Organizers

Ref: Stadium and Playground Schedule Request

This letter serves as written notice to inform all schools, clubs and organizations regarding the policies and procedures to secure space for baseball games, practices and scrimmages at stadiums and playgrounds located throughout the City of New Orleans for the upcoming baseball season. As you are aware, all New Orleans Recreation Department (NORD) events take precedent, and as such, supersede any request made by all respective parties. However, it is NORD's intent to work with all groups to obtain a mutual beneficial outcome to utilize the City's facilities.

In that light, (3) stadiums, Skelly-Rupp, (1233 Pacific Street 70114) Perry Roehm (2700 Abundance St. 70122) and Larry Gilbert (8400 Olive St. 70118) will be available for game usage "only" in addition to ball fields A & B at Joe Brown Park. In lieu of fees, before and after ball games, all groups will be responsible for: (1.) Clean-ups after each event and (2.) Adequate security on-site. (i.e. N.O.P.D., New Orleans Criminal or Civil Sheriff Departments). Moreover, only schools will be allowed concession rights as well as the right to charge admissions. Furthermore, if applicable, all groups are encouraged to also request "practice space" at playgrounds in your respective areas so that double bookings can be avoided.

To that end, arrangements will be coordinated on a first come, first request basis only. All request are to be submitted in writing on the official groups letter head to the attention of Ann Jackson, NORD's Rental Coordinator, either at (800 Race Street New Orleans, Louisiana 70130) or fax to (504) 658-3050. Once your request is reviewed and approved by NORD, a confirmation letter will be forwarded to confirm the requested dates and times of your event(s). The confirmation letter from NORD will be the only acceptable document to confirm reservations and as such, no verbal commitments will be honored.

As usual, thank you in advance for your cooperation and attention regarding this matter. Should you have any questions or need additional information, feel free to contact Ann Jackson at (504) 382-3663 cell or 658-0198 so that you concerns can be addressed. Otherwise, I look forward to working with all groups and wish your teams the best of luck with your upcoming seasons.

Respectfully yours,

Larry Barabino Jr.

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AJ/lbj

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